

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: September 23, 2002
TIME: 4:00 p.m.
LOCATION: Oshtemo Branch Library
Meeting Room
7265 West Main Street
Kalamazoo, Mi 49009

PRELIMINARY BUSINESS

President Brown called the meeting to order at 4:00 p.m.

Roll Call: Trustees present were: Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey and James Vander Roest. Late: Rand Johnson and Doreen Thomas.

Agenda : It was agreed to move to a Committee of the Whole to discuss the Internet/NCIPA item (V.C) and that the item regarding the library's identity would be moved to the Committee Reports section and also be discussed as a Committee of the Whole.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

The director noted that Kalamazoo Public Library was recognized for its "Library of the Year 2002" award in a full page ad in the September 23 edition of *MiBiz Southwest: Michigan's Business Advocate*.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of February 25, 2002
- B. Personnel Items

Nancy Kehrle was hired as a half-time Library Assistant 3 in the Ready to Read Office effective September 9, 2002. Ms. Kehrle has previous experience in a school library and in a children's bookstore, both in Illinois.

Amy Chase will move from a half-time library assistant 3 position at Oshtemo and Washington Square Branches to a half-time librarian I position, also at Oshtemo and Washington Square. Ms. Chase is a graduate of the University of Michigan Information Science program and held librarian positions at Comstock Township Library and Ransom District Library in Plainwell before joining the KPL branch staff. She will move to the librarian position October 1, 2002.

Joni McDonald resigned from the position of library assistant 5 in Adult Services effective September 30, 2002. Ms. McDonald is near completion of her coursework at WMU to earn a degree in occupational therapy. She joined the KPL staff in 1987.

Disposition: The board accepted the minutes and personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending August 31, 2002

Recommendation: Director Amdursky recommended the board approve Financial Reports for the Period Ending August 31, 2002.

MOTION: MR. VANDER ROEST MOVED AND MR. BROWN SUPPORTED APPROVAL OF THE FINANCIAL REPORTS AS RECOMMENDED.

Executive
Summary:

Mr. Amdursky indicated expenditures are as expected.



Motion carried 5-0.

Note: Dr. Johnson and Ms. Thomas arrived at this point in the meeting.

V. **REPORTS AND RECOMMENDATIONS**

A. Legal Services

Recommendation: The ad hoc committee to review legal services bids received in response to the board's request for proposals recommended continuation of the retainer agreement with Miller, Canfield, Paddock & Stone.

MOTION: MS. GODFREY MOVED AND MR. BROWN SECONDED A MOTION TO CONTINUE THE RETAINER AGREEMENT WITH MILLER, CANFIELD, PADDOCK & STONE.

Committee
Summary:

Ms. Godfrey indicated she and Mr. Vander Roest served on the ad hoc committee and reviewed the responses to the board's request for proposal. On balance they felt the library and board is best served by continuing the existing relationship with Miller, Canfield, Paddock & Stone. A good relationship with Miller/Canfield personnel is already in place, the rate structures are similar to the other firms who responded, and there are no factors that outweigh the value of their experience with the library as a client.

Discussion:

Mr. Dykstra suggested the director write a letter be sent to the firms who bid unsuccessfully.



Motion carried 7-0.

B. Summer Reading Program Reports

Presentation: Children's Program - Mr. Amdursky introduced the co-chairs for the children's summer reading program for 2002, Nancy Davis Smith, Lead Librarian at Washington Square Branch Library, and Karen Beaudoin, Programming Librarian. They reported this year's theme was "Recipe for Reading." There were a variety of programs held for school-age children. In addition, this year six programs were offered for families. A total of 2,412 children and adults attended the programs and special events. 785 children signed up for the reading game this year and read a total of 13,510 books for which they received a variety of incentive prizes. Children from birth through those who will enter kindergarten this fall were eligible to sign up for the "Read to Me" program. Parents, grandparents, siblings and others read books to children. A total of 288 children had 18,846 books read to them.

Teen Program - Kevin King, Teen Services Librarian, reported on the teen summer program, "Ticket to Ride", developed by the Young Adult Advisory Group (YAAG), which has been renamed the Teen Advisory Board (TAB). Volunteers from this group of 30 members also helped with a variety of teen events as well as the summer reading finale. This year the teen program was a joint effort between KPL and four other area libraries, which allowed for some sharing and economies of scale. Of the 510 teens registered for the program, 62% or 264 participated, which are record numbers for the teen summer program.

Attendance at the teen summer events totaled 702. Over 30 local businesses donated food-related prizes.

Adult Program – Terry Lason, Head of Loan and Outreach Services, reported 1078 adult patrons signed up to play “Dewey’s Diner” with 391 (or 37%) returning their “menus” that showed 6,216 books, videos or DVD’s were read, viewed or listened to during the summer. These are also record numbers for the adult program; next year they hope to increase the percent of participation. Area businesses were very generous in donating prizes.

This year, for the first time, all three programs were celebrated at one family-oriented event held at Oshtemo Branch on October 14. Attendance was estimated at 300, which far surpassed expectations.

The presenters all expressed their appreciation for assistance from other library departments, particularly the Community Relations Office for the wonderful printed and graphic materials.

Discussion: Mr. Brown mentioned his family participated in the reading programs and attended the finale, which was great fun. Mr. Dykstra suggested there might be a way to market our materials to other libraries.

Disposition: President Brown commented the programs and events were well designed, prepared for, and successful and he thanked staff that made them possible.

C. Internet Policy Discussion

Presentation: Director Amdursky asked trustees to consider two different Internet policy drafts in an attempt to bring KPL into compliance with NCIPA regulations. Both policies were taken from the American Library Association website and revised. Also provided was a brief description of NCIPA requirements.

Subsequent to board discussion, he will ask the board’s attorney to review the preferred policy with the expectation that it will be brought to the October meeting for a public hearing followed by a recommendation for board approval.

MOTION:

MR. VANDER ROEST MOVED AND MR. BROWN SUPPORTED A MOTION TO MOVE TO A COMMITTEE OF THE WHOLE TO DISCUSS THIS ITEM.



Motion carried 7-0. The rules of order were suspended and the meeting moved to a committee of the whole.

Discussion: Trustees discussed the pros and cons of the two versions; concern was expressed about whether either of the versions adequately addressed the NCIPA requirements. There was also concern about the wording that delineated responsibility for monitoring Internet use by minors. It was felt both versions are too verbose and include language that addresses everyone rather than just minors.

Disposition: It was the trustees’ consensus that the board’s attorney should provide a draft policy consisting of our current brief policy, a listing of unacceptable uses of computers and, if the attorney feels it is appropriate, a response to violations. The policy should be a clean, simple statement of the minimum language necessary to comply with NCIPA.

The director will relay the board’s request to the attorney and provide a draft to them prior to the October meeting for review and any further input. A hearing to be held immediately before the October board meeting will be noticed to allow for public comment. It is the expectation a revised Internet policy will be approved at the October meeting.

MOTION:

MS. GODFREY MOVED AND MR. BROWN SUPPORTED A MOTION TO RETURN TO REGULAR SESSION.



Motion carried 7-0. The meeting returned to regular session.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

No report.

C. Law Library Liaison

Presentation: Ms. Godfrey indicated she shared information with the board about a recent meeting she, Mr. Amdursky and Ms. Lohrstorfer, law librarian, attended with county representatives regarding extension of the county law library contract. The county is experiencing dramatic budget shortfalls and is planning to cut budget items shortly. They expect to cut the allocation to the law library from \$138,000 to about \$80,000. Part of the shortfall will impact the materials budget as well as some rent and personnel costs.

The board needs to decide if it is willing to make up the shortfall. At the meeting, county representatives were told this request would be considered only if three conditions are met: 1) KPL will control materials selection; 2) KPL will control hours of service; 3) Penal fines will be paid to KPL on a quarterly rather than an annual basis.

This is seen as a temporary obligation for KPL until the economy improves and the county can reassume their responsibility. KPL already subsidize this service in important ways with personnel costs, space allocation and augmentation of the collection. Control of the collection and hours would allow for budget tightening in order to reduce our contribution. Quarterly payment of penal fines would improve our cash flow; in addition we would experience, in effect, a "double payment" in the first year since we would receive the lump sum payment from the previous year as well as quarterly payments for the current year.

Mr. Amdursky commented that if the board chooses to assume a greater financial responsibility as described, current salaried law library staff would be reassigned rather than laid off as a result of fewer open hours. If the responsibility for materials selection rests with KPL staff, cost control will be achievable.

The law library competes well on the library's priority list and is becoming a viable part of the criminal justice system within the county, largely due to Ms. Lohrstorfer's efforts. He feels the funds are available to continue the service if some hours are eliminated and the county will agree to provide reasonable support. If the county eliminates funding, KPL will not be able to sustain the service on its own. Board guidance is needed before the next meeting with county representatives.

Ms. Godfrey commented the original concept was to house the county law library's collection and provide more open hours. However, given the convenient location staffed with competent people and free legal clinics for those who can't afford attorneys, it has become an expected service. Approximately two to one lay people vs. lawyers use the law library. If we have to eliminate it, the negative publicity will affect the library as well as the county.

She indicated we might approach the Michigan State Bar Foundation for grant funds as well as other possible state, local and national sources. If the board feels it is appropriate to continue the contract with more support from the library as described, a three-year contract with openers is suggested.

Disposition: It was the consensus of the board that if the three conditions as described are accepted and open hours are adjusted as necessary to control costs, it is appropriate to extend the law library contract and to temporarily assume more of the responsibility for law library expenditures.

D. Library Identity

MOTION: MR. BROWN MOVED AND MR. VANDER ROEST SUPPORTED A MOTION TO MOVE TO A COMMITTEE OF THE WHOLE TO DISCUSS THIS ITEM.



Motion carried 7-0. The rules of order were suspended and the meeting moved to a committee of the whole.

Presentation: Mr. Brown explained he has long felt the library's identity is firmly rooted in a "croft/keep" mentality, and believes the reasons are historical and experiential. Downtown is the largest, busiest branch and houses the corporate functions, but those could be housed elsewhere. If that is done, the loss of close association with downtown could help change people's perception of the downtown branch as "the library." A recent invitation for an ice cream social to celebrate the library's "Library of the Year 2002" award did not clearly identify a location, but assumed the public would understand Central library was the location. This was indicative of how we see ourselves.

In addition, the organizational chart lists departments and all locations and their hierarchy except for the downtown branch because no one is assigned responsibility for that building. He doesn't want to pay the directors to run the downtown branch when their focus should be running the district. He also feels no potential district library partner would want to subjugate their library to the downtown building, that the building limits us by its restrictiveness. He feels downtown is just one of five branches – though it is the biggest, busiest and oldest – it is just a branch. It is not "the library".

He added that the term "central library" is confusing – does it mean "downtown library" or does it refer to the facility or the corporate functions? The use of the term "central library" reflects how we think of ourselves, and that identity affects perceptions that he would like to change. He asked for trustees' reactions to his comments.

Discussion: Ms. Thomas did not share the perceptions Mr. Brown voiced. When she hears the term "central library" she thinks of the facility. It is where most services are housed and offers more extensive hours than other locations. When she thinks of branches what comes to mind are facilities that provide for the needs of their neighborhoods; Central library has responsibilities beyond that. She sees a distinction and feels the name is accurate. She agreed that publications should be clear about location. Mr. Dykstra agreed with Ms. Thomas' comments.

Ms. Godfrey considers downtown the main trunk with services dispersed to its branches and does not see that as a problem. She agreed we need to be more conscientious about how we identify places in the system and how we plan programs and services. Central is an all-encompassing library with the branches as a sub-set. Together they make up the system.

Mr. Vander Roest agreed, saying there are functions people expect to come to the Central library for such as extensive reference services, genealogy, law library, and that these expectations differ from what they expect at the branches. The concept of centralization is one that was considered and approved by the board during the building projects. We need to be more precise with our language, but all parts of the system are not equal.

President Brown said he felt this discussion was worthwhile and encouraged trustees to request such a discussion any time they had fundamental concerns about library services or structure.

Ms. Godfrey said there would be events planned and conducted yet this year associated with the "Library of the Year 2002" award. She would appreciate trustee comments on how those should be organized. It could be one big event at a downtown location, or several decentralized events. Even if there is one focus event, related experiences could take place at

branches that draw on the unique characteristics of each of those places and the interests of the patrons who typically go there. We need to be sensitive to our patrons district-wide rather than hold just a corporate celebration. It is important to see that our programming is properly dispersed.

Mr. Brown said the Library of the Year events should have to do with thanking our patrons and the best way is to thank them personally. Some patrons go only to their own neighborhood branches and events should be extended there in order to include everyone.

President Brown said that there are two liaisons from the board for Library of the Year events planning (Mr. Brown and Ms. Godfrey) and that any advice on this subject from other trustees should be directed to them.

MOTION:

MR. BROWN MOVED AND MS. GODFREY SUPPORTED A MOTION TO RETURN TO REGULAR SESSION.



Motion carried 7-0. The meeting returned to regular session.

VII. OTHER BUSINESS

A. Directors Report

The director reported the Kalamazoo Community Foundation requested KPL coordinate a “Reading Together” program, a community-wide initiative to engage people from diverse backgrounds and organizations to read and discuss the same book. The book has not yet been chosen, but will be one that is highly accessible to the general public. The program is modeled after similar ones in other cities, including Chicago, Seattle and Cleveland. “Reading Together” is expected to foster understanding through shared experience and the exchange of ideas. We have agreed to participate and will receive nearly \$35,000 from the foundation to provide compensation for a project coordinator for approximately six months. This position, which will report to Terry Lason within the Loan and Outreach Services Department where adult programming resides, is currently being advertised. The duration of the program is 13-14 weeks. It is expected we will offer it for two consecutive years.

Mr. Amdursky represented KPL at the September 17 re-dedication ceremony for the Green Building in the Edison neighborhood. Several speakers, who represented both neighborhood funders and recipients, participated by speaking about their groups’ investments in the Edison and Washington Square neighborhood and how that interest enhances the community’s efforts at revitalization. This building will house the Hispanic-American Council, Edison Neighborhood Association, and an office for a liaison police officer, among others. The opportunity will exist for collaborative efforts to provide services and to seek grant funding.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Mr. Brown expressed his appreciation to trustees for the inclusion of the item regarding the library’s identity on the agenda and for taking the time to listen to his concerns and to discuss their feelings on the matter.

Dr. Johnson said he was impressed to see teen librarian, Kevin King, listed as a participant in several programs at the Michigan Library Association’s annual state conference.

Ms. Thomas said it was wonderful to see the number of children and adults participating in the library's summer reading programs and making reading a part of their lives; the staff does a wonderful job engaging them.

Ms. Godfrey found the reading categories in the adult summer reading program challenging and said they had a positive effect on her reading experience.

President Brown announced the Southwest Michigan Branch of the American Civil Liberties Union would observe Banned Book Week from Sept 25-27 by reading selections from the official list of banned books on the downtown Kalamazoo Mall.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:10 p.m.

Doreen Thomas, Secretary